

INSTRUCTIONS FOR FILING THE EIA-877: WINTER HEATING FUELS TELEPHONE SURVEY

GENERAL INFORMATION

I. Purpose

The EIA-877 survey is designed to collect data on State-level stocks and residential prices of No. 2 heating oil and propane during the heating season. The data are used to monitor the stocks and prices of propane and No. 2 heating oil during the heating season, and to report to the Congress and others when requested.

The data are used by the U.S. Department of Energy's (DOE) Energy Information Administration (EIA) in accordance with Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA), (P.L. 93-275).

II. Who Must Submit

The Form EIA-877 must be completed by a scientifically selected sample of No. 2 heating oil and propane dealers.

III. When to Submit

The data collected on Form EIA-877 are requested twice a month by telephone. Telephone calls to respondents start on the 1st and 3rd Monday of the month. No written confirmation of your data submission is required. When emergency conditions exist (e.g., severe or extended period of cold weather or severe supply shortages), survey respondents will be asked to respond to Form EIA-877 on a weekly basis. If an emergency situation should arise, survey respondents will be notified via telephone.

IV. Where to Submit

Companies selected for the EIA-877 survey are telephoned by the participating State Energy Offices twice each month during the heating season (October 1 through March 31) to collect data on No.2 heating oil and propane prices. Telephone call to respondents start on the first and third Monday of each month.

V. Sanctions

The timely submission of EIA-877 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 per day for each violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary of permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

VI. Provisions Regarding Confidentiality of Information

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal Law. The information contained on this form may also be made available, upon request, to another, component to the Department of Energy

GENERAL INFORMATION (Continued)

(DOE); to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11 implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter explaining (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted, if the company has previously submitted a justification for that information and the justification has not changed.

SPECIFIC INSTRUCTIONS

Part I
Identification Data

Reference Dates:

The report period for prices is the 1st and 3rd Monday of each month from October 1st through March 31st.

The report period for inventories is as of 7 a.m. on the Friday before the 1st and 3rd Monday of each month.

During an emergency situation as described in section III above, prices will be as of each Monday and inventories will be as of the previous Friday.

Part II
Price Data

A. STATE ABBREVIATION

Data are collected by the States participating in the State Heating Oil and Propane Program. Refer to Table 1 for a complete list of standard State abbreviations.

B. PRICE DATA

Report the price per gallon (excluding all taxes) for residential customers of No. 2 heating oil and propane on the reference day. The price should be for local residential customers with storage tanks of approximately 275 gallons. Thus, the price should exclude surcharges for customers living outside the normal delivery area. It should also exclude discounts or premiums paid for small or large volume purchases. The price is collected for residential customers located in the reported States. Residential customers are defined as individual customers or households (as opposed to businesses or institutions) who use the fuel to heat their residences. Sales to apartment buildings or to other multi-family dwellings are excluded from the "Residential Sales" category.

SPECIFIC INSTRUCTIONS (Continued)

If the respondent has more than one establishment within the State and the residential sales price varies by establishment, the respondent should provide the average price for the different locations.

For example, if the respondent owns two fuel oil establishments in the State and one sells to residences for \$.94 per gallon and the other for \$.99 per gallon, the reported price would be

$$\frac{.94 + .99}{2} = \$.965.$$

Prices reported must be rounded to the nearest tenth of a cent. Accordingly, 97 9/10 cents is shown as .979.

<p>Part III Annual Residential Propane Sales Data</p>

The first time a firm is contacted, it will be required to report the approximate sales volume of propane it sold to residential customers during the period September 1, 2000 through August 31, 2001. Sales will be requested by State for selected States in which the company does business. The sales should be assigned to a given State based on customer location. Residential customers are defined as individual customers or households (as opposed to businesses or institutions) who use the fuel to heat their residences. Sales to apartment buildings or to other multi-family dwellings are excluded from the "Residential Sales" category.

Sales Volumes should be entered in thousands of gallons. Round numbers to the nearest thousand, e.g., enter 6,500 gallons as 7, enter 6,400 gallons as 6.

TABLE 1**LIST OF STANDARD STATE ABBREVIATIONS**

AL ... Alabama	KY ... Kentucky	ND ... North Dakota
AK ... Alaska	LA ... Louisiana	OH ... Ohio
AZ ... Arizona	ME ... Maine	OK ... Oklahoma
AR ... Arkansas	MD ... Maryland	OR ... Oregon
CA ... California	MA ... Massachusetts	PA ... Pennsylvania
CO ... Colorado	MI ... Michigan	RI ... Rhode Island
CT ... Connecticut	MN ... Minnesota	SC ... South Carolina
DE ... Delaware	MS ... Mississippi	SD ... South Dakota
DC ... District of Columbia	MO ... Missouri	TN ... Tennessee
FL ... Florida	MT ... Montana	TX ... Texas
GA ... Georgia	NE ... Nebraska	UT ... Utah
HI ... Hawaii	NV ... Nevada	VT ... Vermont
ID ... Idaho	NH ... New Hampshire	VA ... Virginia
IL ... Illinois	NJ ... New Jersey	WA ... Washington
IN ... Indiana	NM ... New Mexico	WV ... West Virginia
IA ... Iowa	NY ... New York	WI ... Wisconsin
KS ... Kansas	NC ... North Carolina	WY... Wyoming